

General Thank You Letter Sample via US Mail

2233 First Street
Anytown, VA 22222
(555) 555-5555

September 20, 200__

Mr. James Business
Human Resources Manager
ABC Company
111 Employment Way
Anytown, VA 2222

Dear Mr. Business:

Thank you for the opportunity this morning to discuss the _____ position. Our conversation gave me a better understanding of ABC Company and the requirements of the job. The additional information from Max Clinton and Katherine Kaine was helpful in gaining a better perspective of the position.

My strong problem-solving and interpersonal skills will definitely make a contribution to your company. I am proficient in all the computer software packages you use, and I feel I possess the customer service experience you want.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to join your team and will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration.

Sincerely,
Amy Applicant

Basic Parts of a Thank You Note

- Statement of appreciation
- Expressions of interest in the job
- Brief restatement of qualifications/skills
- An opportunity to add additional information you failed to mention
- Final "thank you"
- Date and time you will follow-up as previously agreed